

EDUCATION: (Skip if you are a Reinstatement or Reciprocal Applicant)

1. **Required college level courses or degrees from an accredited college or university:** 2014 requirements expire December 31, 2014. All Education, Examination and Experience requirements, Fees, and application forms must be COMPLETED and RECEIVED by the DSPS on or before December 31, 2014 in order to be considered. Regardless of postmark date, any applications RECEIVED by the DSPS on or after January 1, 2015 will be held to the 2015 requirements.

Appraiser Credential	2014 Degree/Semester Credit Hours	2015 Degree/Semester Credit Hours
Licensed	None	*Associate degree or 30 semester credit hours in specific content areas
Certified Residential	Associate degree or 21 semester credit hours in specific content areas*	*Bachelor's degree
Certified General	Bachelor's degree or 30 semester credit hours in specific content areas*	*Bachelor's degree

*Refer to Chapter SPS 84 of the Administrative Code regarding semester hours and degrees.

2. **Required core curriculum for each appraiser level:** Courses completed within the degree program may be used to meet the hours requirements below.

Course Content	Licensed	Certified Residential	Certified General
Basic Appraisal Principles	30	30	30
Basic Appraisal Procedures	30	30	30
15 Hour National USPAP	15	15	15
Residential Market Analysis & Highest and Best Use	15	15	
Residential Sales and Comparison and Income Approaches	30	30	
Residential Site Valuation and Cost Approach	15	15	
Residential Report Writing and Case Studies	15	15	
Statistics, Modeling and Finance		15	15
Advanced Residential Applications and Case Studies		15	
General Appraiser Market Analysis & Highest and Best Use			30
General Appraiser Sales Comparison Approach			30
General Appraiser Site Valuation and Cost Approach			30
General Appraiser Income Approach			60
General Appraiser Report Writing and Case Studies			30
Appraisal Subject Matter Electives		20	30
TOTALS	150	200	300

3. **Additional Required Hours:** Section 458.06(2)(d), Stats., requires all appraiser applicants to complete at least 15 hours of instruction in professional standards and code of ethics.

Applicants are required to submit evidence of completion of course hours in the subject areas outlined in Chapter SPS 84 of the Administrative Code. Please see chart above for required number of hours for each level of licensure. Attach additional sheets as needed. Provide copies of transcripts or certificates of completion for each course listed below.

[illegible]

For each biennium that the license was expired, complete 28 hours of continuing education courses approved by the DSPS. 28 hours of approved continuing education must include the 7 Hour USPAP Update course. Completion of the 15-hour USPAP course can be used for qualifying education or general continuing education hours only; it does not satisfy the requirement to complete the 7-hour *National USPAP Update Course*.

Visit our website for a list of Appraiser Continuing Education Courses: <http://dps.wi.gov> and type “Appraiser Continuing Education” into the Search field.

[illegible]

List a chronological resume of all employment, not limited to real estate appraisal experience.

[illegible]

STATEMENT OF ARREST OR CONVICTION: (Attach additional sheets if necessary)

- | | <u>YES</u> | <u>NO</u> |
|--|--------------------------|--------------------------|
| A. Have you ever been convicted of a misdemeanor or a felony, or operating while intoxicated (OWI), in this or any other state, or are criminal charges currently pending against you? If yes, complete and attach Form #2252. | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Have you ever surrendered, resigned, canceled or been denied a professional license or other credential in Wisconsin or any other jurisdiction? If yes, give details on an attached sheet, including the name of the profession and the agency. | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Has any licensing or other credentialing agency ever taken any disciplinary action against you, including but not limited to, any warning, reprimand, suspension, probation, limitation, or revocation? If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action. | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Is disciplinary action pending against you in any jurisdiction? If yes, attach a sheet providing details about pending action, including the name of the agency and status of action. | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Have any suits or claims ever been filed against you as a result of professional services? If yes, submit a copy of the claim or suit and a copy of the final settlement or disposition. | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Do you currently hold, or have you held in the past, any credential (license) issued by the Department of Safety and Professional Services or any of its Boards? | <input type="checkbox"/> | <input type="checkbox"/> |

If yes, what type of credential? _____

If in another name, what name? _____

Note: An arrest or conviction does not automatically disqualify an applicant. Consideration of the record by the board is subject to sec. 111.321, 111.322, and 111.335, Stats.

CERTIFICATION OF LEGAL STATUS - I declare under penalty of law that I am (check one):

- _____ a citizen or national of the United States, or
_____ a qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

AFFIDAVIT OF APPLICANT

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause for disciplinary action.

Applicant Signature _____ Date ____ / ____ / ____